Georgia's Clean Air Force

Station Owner Presentation

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Presentation Topics

- Introduction to GCAF the and EPD
  - What is GCAF?
  - Testing Procedures
  - Violations and EPD Enforcement
  - I/M Rules and Regulations
  - How to Identify and Report Fraud
- Allow At Least One Month to Open Your Station
- Station Requirements
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  - Insurance
  - Electronic Certificates (E-Certs)
  - Inspector Training
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- Ongoing Manager Responsibilities
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  - Access Codes
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- Fleet and Mobile Stations
- Public Outreach
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- Scenarios to Consider

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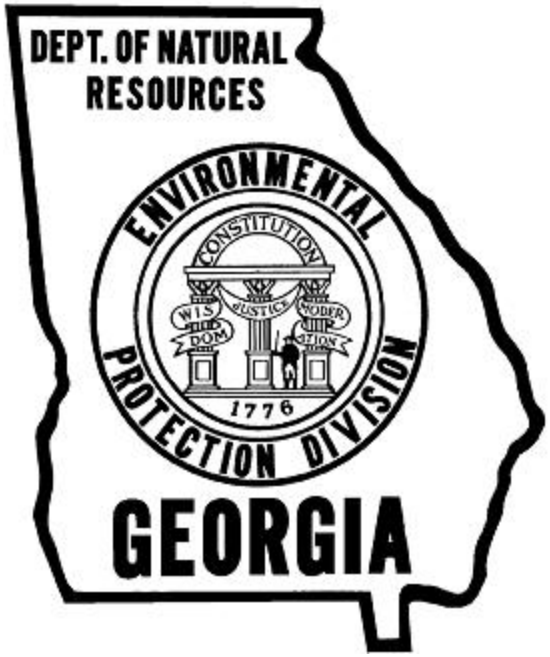
Introduction to GCAF and EPD



What is GCAF?

- Georgia's Clean Air Force (GCAF) is the partnership with the Georgia Environmental Protection Division (EPD) to manage the state's Vehicle Emissions Inspection and Maintenance (I/M) Program.
- The purpose of the program is to improve air quality in the 13 non-attainment counties in Georgia.
- Inspection stations in Georgia are independently owned and operated.
- Each year approximately 2.9 million vehicles are tested.
- We have identified and cleaned up more than 1.5 million heavy polluting vehicles since the program started in 1996.
- To learn more about GCAF:
  - Visit our web site: www.cleanairforce.com
  - Contact GCAF Station Assistance at: 1.800.449.2471, option #2

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Purpose of This Presentation

- To expedite the station startup process
- To inform station owners of the program requirements and their oversight responsibilities per I/M Act and DNR Rule 391-3-20.09 (2) (i)
  - A station owner shall be responsible for all emissions inspections conducted at their station and be responsible for providing adequate oversight to ensure the station and inspectors comply with the requirements of the program.
- To educate station owners about ongoing maintenance and managerial functions within the analyzer software
- To assist station owners with identifying and reporting fraudulent activity

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Station Owner Accountability

Opening and operating an emissions inspection station is a more complex process than simply installing equipment and ordering analyzer certificates.

As a station owner, you are accountable for ensuring compliance with the Inspection and Maintenance (I/M) Act, DNR Rules, GAS message instructions and the information in this presentation – at all times. The Georgia Motor Vehicle Inspection and Maintenance Act and DNR rules always take precedence over any other guidance.

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Testing Procedures

- If a vehicle is presented for an initial test, it must be tested.
  - When a vehicle is presented for an initial inspection you must perform a paid test, even if the check engine light is on.
  - "No Pass – No Pay" is not allowed.
- A motorist is allowed one free retest for every paid test if the motorist returns to the original station within 30 days.
- Once you begin a test, you must complete it. Aborting a test is only allowed for a few reasons including safety precautions and RPM range.

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Violations and EPD Enforcement

- If you do not perform an emissions inspection for 90 days and you do not request a close-out, your GAS unit will be taken off line. Stations must receive a passing audit to re-activate a GAS unit.
- Stations that are active are required by law to perform inspections. Failure to do so can result in station license suspension, revocation and/or monetary penalty.
- Inspector access codes are strictly confidential. Station owners cannot demand inspectors to provide their access code. This scenario can result in both the inspector and the station owner having legal action taken against them, and could result in the **station license being revoked**.

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Violations and EPD Enforcement

- A station certificate is not transferable to a new owner. **When a station is sold, the current owner must request a Close-out Audit.** Failure to close out a station is a violation of state law and could result in monetary penalties against the person or corporation to whom the license was issued. Even if a person no longer owns a station a penalty can still be applied.

- Stations and inspectors who have had their licenses revoked are not eligible to re-apply for a license for at least two years.

- Pursuant to DNR rules and the I/M Act, any eligible vehicle presented for an inspection must be given a complete paid inspection. Vehicles cannot be refused an inspection because the MIL is on, the catalytic converter is missing, or the fuel cap is missing or fails to hold pressure. Once the inspection begins, the test must be completed. Failure to do so may result in a monetary penalty.

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Violations and EPD Enforcement

- Unauthorized relocation of a GAS unit may be subject to enforcement action.
  - To move an analyzer from its certified location to elsewhere within the premises (on site, same address), submit a Station Information Update Form with a site drawing of the new location to GCAF. The station must receive a passing audit to receive approval. The new location must meet all the requirements of the original certification.
  - If a station has only one GAS unit and the station owner wants to move it to a different address, you must close out both the analyzer and the station. Do this by calling GCAF Station Assistance at 1.800.449.2471 to request a Close-out Audit. Then, submit a New Station Application for the new address.
  - If a station has more than one analyzer, and will stay open using the remaining analyzer(s), the station only needs to close out the analyzer that it wishes to relocate. Do this by calling GCAF assistance at 1.800.449.2471 and request a Close-out Audit.

I/M Rules and Regulations

- During the Emissions Inspector Certification Training you will be given an "Emissions Inspector Certification" manual. **The I/M Rules and Regulations are in the back of the manual.**
- The I/M Rules and Regulations can also be found on GCAF's web site – www.cleanairforce.com – under the Station tab.
- Print a copy of the rules and regulations, read them and keep them available for your reference.
- A station owner shall be responsible for all emissions inspections conducted at their station and be responsible for providing adequate oversight to ensure the station and inspectors comply with the requirements of the I/M Act and DNR Rules.

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How to Identify and Report Fraud

If you see any of the following, please correct the situation or promptly report it to GCAF Station Assistance at 1.800.449.2471, option 2. Reports can be anonymous.

Improper testing or fraud may be occurring at your station if…

- The green master pass cap or an alternate cap is attached to the gas cap tester at all times.
- A notebook or small pieces of a paper with VINs on them are around the analyzer.
- An inspector is not wearing his/her ID badge while performing a test.
- Numerous tests are being performed after business hours or when the station owner or manager is off site. TIP: Review the test history using the Dashboard tools to determine if any tests were performed outside of posted business hours.

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How to Identify and Report Fraud

Improper testing or fraud may be occurring at your station if…

- An employee is using another inspector's ID to perform tests. TIP: Review the test history using Dashboard tools to determine if any tests were performed by your inspector when not scheduled to work.
- You notice one car on the dynamometer, but the probe is in the tailpipe of another.
- You notice a discrepancy in the number of E-Certs used and the number of tests for which you received payment on.
- Tests are being performed but the analyzer is not calibrated. TIP: Know how to calibrate your analyzer and check it often.
- The same vehicle is in the test bay for a very long time.

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Allow At Least One Month to Open A Station

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Allow At Least One Month to Open A Station - OVERVIEW

1. Complete the Mandatory Station Owner Presentation on the GCAF website – www.cleanairforce.com.
2. Order equipment and obtain the correct insurance for your station.
3. Complete Required materials/information checklist for station.
4. Submit a complete and accurate application online, upload the required documentation, and being your inspector certification process.
5. Receive conditional approval to proceed with station preparation. This includes receiving your Dashboard credentials and submit your E-Certs order.
6. Prepare your station and equipment, ensure inspectors are certified.

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Allow At Least One Month to Open A Station - OVERVIEW

7. GCAF will schedule and conduct your Certification Audit. Note: When the GCAF auditor arrives for the Certification Audit, if your station layout, information or paperwork is inaccurate or different from what was originally submitted, the application process restarts from the beginning.
8. Receive Official Approval.
9. Receive Certificate of Authorization and E-Certs.

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Allow At Least One Month to Open A Station - DETAILS

1. View this mandatory Station Owner Presentation as the first step to opening a station. This presentation contains valuable information to streamline the process and mitigate your chance of having to resubmit.
2. Order emissions testing equipment from one of the four conditionally approved equipment manufacturers (EMs) and obtain any additional, necessary insurance.
3. Complete required materials/ Information checklist for stations.
4. Submit your station application online, attaching the required documentation.
    - The application must be complete and accurate.

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Allow At Least One Month to Open A Station - DETAILS

- The following required attachments must be scanned or otherwise attached to accompany the online application submission:
  - Current years' business license
  - Current W-9 for the business
  - A copy of the station's Certificate of Liability Insurance
  - Site Plan Drawing
    - If you are an *ALL VEHICLES WELCOME* station your insurance should show a limit (dollar amount) of garage liability and show the garage keeper's endorsement to your garage liability insurance.
    - If you are a *1996 AND NEWER VEHICLES ONLY* station you need liability insurance only.
  - Photo ID (Driver's License/State ID)
- Applications are processed in the order received and are reviewed by EPD. There is an extensive administrative process required to activate a station, which includes conducting a station history investigation.

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Allow At Least One Month to Open A Station - DETAILS

- Receipt of Dashboard credentials allows you to submit an E-Certs order.
- You cannot perform inspections until you pass a final Certification Audit.
- If you are not an inspector or do not have one, schedule Inspector Certification Training. You must have at least one certified inspector to open a station.

5. GCAF will provide your station numbers upon conditional approval.
6. Prepare equipment and designate a waiting area.
7. GCAF will schedule and conduct your Certification Audit.
8. Once your station passes the audit, you will receive Official Approval.
9. Receive Certificate of Authorization and E-Certs; now you may begin performing inspections.

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Be Aware

- Be aware that an inspector or station owner whose license has been revoked cannot reapply for a license for at least two (2) years from the date of revocation.
  - After the two years, a new application may be submitted. It will be sent to the EPD for review and it may or may not be accepted.
- Even though you may have already bought an existing station, you CANNOT operate this station. You must submit an application in your name and recertify the station via the new owner certification process. **If you are buying an existing station:**
  - **Make sure the previous owner has contacted the GCAF Call Center and requested a Close-out Audit.**
  - All applications will be sent to EPD for review.
  - **Operating a station under a previous station or owner name is a violation of the I/M Rules.**

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Station Requirements

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Facility Requirements

- Read the Inspection Facility Requirements in the New Station Packet.
- You must have two (2) telephone lines (not cell phone lines) for your station which includes:
  1. A dedicated analog for the GAS unit. This cannot be shared with a fax machine, credit card machine or anything else.
  2. A voice line for daily business to receive phone calls from motorists, GCAF and the EPD.
- You must have a designated, safe waiting area from which motorists can have a clear view of their emissions tests being performed. If a clear view is not possible, you must install a closed circuit TV (CCTV).
- You must ensure a safe environment for your customers.

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Insurance Requirements

- **The type of insurance needed for an emissions station depends on the types of vehicles you can test.**
  - **"1996 and Newer Stations" (stations with no dynamometer) must provide proof of a minimum of $10,000 General Liability coverage as required in the DNR Rule 391-3-20.09(2)(k).**
  - **"All Vehicles Welcome Stations" (ASM stations) must show a limit of Garage Liability or Garage Owners Liability AND the Garage Keepers endorsement or equivalent liability coverage.**
    - The rules and regulations state the insurance certificate must show a "limit" of the Garage Liability.
    - **The words "Garage Liability" may be printed under "General Liability", under "Other" or under "Garage Liability" and the dollar limit printed under "Limits".** Simply checking a box indicating that the insurance *includes* garage liability is ***unacceptable*.**

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Insurance Requirements

- Your Certificate of Liability Insurance must be renewed annually.
- A copy of the Certificate of Liability Insurance must be emailed to GCAF each year when you renew your insurance and a copy of the most recent and valid Certificate of Liability Insurance must be submitted when you renew your station license, as well.
    - *We recommend you add Georgia's Clean Air Force as the insurance certificate holder so GCAF automatically receives renewals and change notices. Notices should be sent to: GCAF Central, 445 Atlanta South Parkway, Suite 150, Atlanta, GA 30349.*
- As a good business practice, a copy of your current valid Certificate of Liability Insurance should be kept near your analyzer, thus easily accessible to the EPD and GCAF auditors.
- A list of some insurance providers is located in the New Station Application Packet; however you are not restricted to just these insurance providers.

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Liability Insurance

For "1996 and Newer Stations"

What is Liability Insurance?

- Liability Insurance is a type of insurance used to cover the risk of incurring legal liability to paying monetary damages.
- Such insurance guarantees financial protection to an insured party who might be required to pay damages resulting from legally negligent conduct.
- Contact your insurance provider for detailed information regarding coverage.

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Garage Liability Insurance

For "All Vehicles Welcome Stations"

What is Garage Liability Insurance?

- Garage liability insurance is purchased by someone who owns any of the following: an OBD/ASM station, a repair shop or some other auto service center.
- It typically covers liability for the premises and operations, products and completed operations.
- It covers automobiles owned by the business, but not customers' cars left in the care of the shop.
- All ASM stations must show a limit of "Garage Liability". It should state **"Garage Liability limit is [x] dollars."**
- The words "Garage Liability" may be printed under "General Liability", under "Other" or under "Garage Liability" and the dollar limit printed under "Limits". *Simply checking a box indicating that the insurance includes garage liability is unacceptable.*

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Garage Keeper's Insurance

For "All Vehicles Welcome Stations"

What is Garage Keeper's Insurance?

- Garage keeper's insurance is usually sold with garage liability policies, but **IT IS A SEPARATE CONTRACT.**
- The insured must select a monetary limit for each station location.
- Coverage provides protection against damage to a customer's vehicle depending on the insured's legal liability.
- Three categories of coverage: Comprehensive, Specified Cause of Loss, and Collision or Overturn
  - "Comprehensive" does not cover collision or overturn of customer's vehicles.
  - "Specified Causes of Loss" includes fire, theft, explosion, vandalism, etc.
- **Contact your insurance provider for detailed information regarding coverage.**

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Analyzer Electronic Certificates (E-Certs)

- An E-Cert is used by your analyzer for every paid test.
  - You must charge between $10 and $25 for an emissions inspection.
- Stations will purchase E-Certs on the GCAF Station Dashboard. User name and credentials will be provided when the stations receives conditional approval.
  - The first E-Cert order for a new station must be purchased via CREDIT CARD (MasterCard or Visa only) unless the station completes the E-Cert ACH Form.
  - New stations must purchase a minimum of 200 E-Certs.
  - A block of 200 E-Certs costs $804.
- Existing stations must purchase a minimum of 100 E-Certs.
  - A block of 100 E-Certs costs $402.
  - E-Certs are assigned to analyzers, and can be done so in blocks of 50 per analyzer.
- Station owners will manage their E-Cert supply and station accounting with the Dashboard tools.

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Analyzer Electronic Certificates (E-Certs)

Ordering E-Certs:

- **There are two methods for ordering and paying for E-Certs, both utilize E-commerce on the Dashboard, which**
  - **Allows secure access for station owners to manage station accounting and order E-Certs 24 hours a day/7 days a week**
  - **Requires the station owner to have internet access and an email address**
- **You can pay for E-Certs by having funds deducted securely from your checking account using the ACH method or pay with a credit card (MasterCard and Visa only). Checks are not accepted.**

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Analyzer Electronic Certificates (E-Certs)

Ordering E-Certs by ACH DRAFT from your CHECKING ACCOUNT:

- **First print the ACH Authorization form from the website – www.cleanairforce.com, Stations tab.**
- **Complete the form, scan copy of a deposit slip or canceled check upload the form and scanned copy of the deposit slip with your application , so your account can be created.**
- **You will receive a confirmation email from GCAF after your account is established, with instructions on how to place an order.**
- **From that point forward, you will be able to order certificates from the GCAF Station Dashboard without having to enter your banking information each time.**

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Analyzer Electronic Certificates (E-Certs)

Ordering E-Certs and paying by CREDIT CARD (MasterCard or Visa only):

- **Complete the E-Cert order form on the GCAF Station Dashboard**
- **Select the Credit Card method of payment**
- **You will be required to enter your credit card information each time you place an order using this method.**

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Inspector Training

- Prior to enrolling in inspector training, the individual's Inspector Certification Application must be completed and submitted online with all required documentation attached.
- You cannot be scheduled for training until you are notified by GCAF that your application received FINAL approval. After your application receives FINAL approval, your station owner or manager may call to schedule you for inspector training.
- Space for inspector training is limited, therefore students who are scheduled must attend.
- A student who does not attend their scheduled class and does not provide at least 48 hours notice of non-attendance must wait 60 days until the station manager can reschedule the student for class.
    - If the student's absence was due to an emergency, the student can provide GCAF with a copy of a doctor's note or a police report in an effort to reschedule earlier than 60 days from the originally scheduled date.

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Inspector Training

- New inspector class is two (2) days. Re-certification class is one (1) day.
- Inspectors must be re-certified every two (2) years. Inspectors are responsible for ensuring that their licenses do not expire. The expiration date is located on the inspector ID badge. Mark your calendar.
- GCAF has two training sites: GCAF Central and GCAF North.
- Class begins promptly at 9 a.m. Students must arrive by 8:30 a.m. to ensure entry into the class.
- During inclement weather, watch WSB-TV for GCAF and/or EPD closings. GCAF will be closed if the Georgia EPD is closed.

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Emissions Testing Equipment

- To order equipment, contact any or all of the four (4) Georgia Certified Equipment Manufacturers (EMs) about which equipment is best for you.
- Your equipment must be purchased or leased, have all required accessories and be installed before your Certification Audit.
- For ongoing assistance with operating and maintaining your analyzer and emissions testing equipment, contact your EM. Refer to the New Station Application Packet for contact information.
- Before purchasing **used** equipment, it is recommended that the equipment manufacturer (EM) be contacted to verify the unit is fully functional.

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Certification Audit

- The GCAF auditor may arrive very early in the morning to perform your Certification Audit. If you and your analyzer are not ready for the audit, you will be rescheduled.
  - Warm up the analyzer in the morning when you open for business and keep it on throughout the day.
  - The station owner / manager that submitted the Certification application must be on site during the audit.
  - There must be a certified inspector on site for the entire day of the scheduled audit.
  - Inspectors must wear their GCAF ID badge while performing tests.
  - Have an adequate supply of calibration gas on site. The gas bottles must be properly labeled and cannot be expired.
  - All testing manuals should be easily accessible.
  - Ensure your printer is working properly and that you have extra printer ribbons / ink.
  - Ensure Certificate of Liability Insurance is accessible and valid. The auditor will ask to see this certificate.
  - Ensure your inspector has a contact phone number for the station owner in case of emergency, or for assistance with locating required documents for the GCAF auditor.

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Ongoing Manager Responsibilities

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Managerial Functions on Analyzer

- Always refer to the User Manual from your Equipment Manufacturer.
- Review "Certificate Inventory": This displays the number of certificates currently remaining in inventory.
- A "Data File Refresh" must be performed at least once daily to receive GAS messages, vehicle reference table (VRT) updates, inspector information updates and E-Certs that were ordered. Contact your EM for directions on how to perform a Data File Refresh, if necessary.
- Station Fee Maintenance: Allows the station manager to set the paid test fee (between $10 to $25) which must be posted on the state-certified sign.
- Certificate Status Report: Allows station operators to order a report about the following:
  - The number of certificates ordered / used
  - The current inventory of certificates held by the station
  - Other information needed by the operator to perform accounting and other functions at the station

Access Codes

- Each inspector has a unique five (5)-digit access code they must enter in order to perform emissions tests.
- The access code is printed on the tear-off portion of the Inspector Certificate, which is mailed to the inspector's home address upon certification.
- Inspectors should protect this number and memorize it. **DO NOT share this number with anyone.**
  - Sharing the access code is a violation of the I/M Rules and Regulations.
  - No one is allowed to ask for an inspector's access code.
  - Inspectors are accountable for any inspections performed under their ID and access code.
  - Inspectors will be fined, suspended, revoked, or charged criminally for fraudulent tests performed using their ID and/or access code.

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Access Codes

- This access code is permanently assigned to the inspector. It can only be changed with the approval of the EPD's Enforcement Group.
  - A valid reason to change a code is necessary.
  - The inspector requesting the change must provide a sworn affidavit stating he/she has not provided the access code to others and has not performed improper or fraudulent tests.
- If an inspector forgets their access code, they must visit the GCAF Central office and bring their driver's license or state ID.
- **Access codes are only provided in person to the inspector requesting it;** access codes will not be provided over the phone.

Always Be Prepared for a GCAF Audit

- Scheduled 5-Gas Audit
  - The GCAF auditor may arrive very early in the morning. If you are not ready for the audit, you will be rescheduled, and your name will be placed at the bottom of the list.
  - To prepare, warm up the analyzer in morning when you open for business and keep it on throughout the day.
  - You must maintain an ample supply of calibration gas and other supplies.
- Inspectors must wear their ID badges while performing inspections.
- You should keep all the required testing manuals, the current and valid business license, the station certificate and the insurance certificate readily available, preferably at the analyzer.
- Repair forms must be in good order, and in one location that is easily accessible to the GCAF auditor.

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Always Be Prepared for a GCAF Audit

- You must ensure your inspector has a contact phone number for the station owner in case of emergency or for assistance with locating required documents for the GCAF auditor.
- Be sure you have the current, required gas cap adapters and manuals; visit www.stant.com or www.Waekon.com for details.
- Station managers must remove inspectors from the analyzer within five (5) days of their separation from the station.
- Station owners are accountable for program violations conducted under all Inspector IDs assigned to their station, including former employees.
- Check VIRs regularly to ensure the print is legible and the station information, including the phone number, is correct and legible.
- If for any reason you cannot perform a test, post a "closed" sign in view of the motoring public.
- Provide station employees with your phone number in case a GCAF auditor has questions about your license or business.

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Information Updates - STATION

- **Your station certificate is valid for two (2) years.** The original certificate must be displayed at your station.
- At least one month prior to your certificate's expiration, you must submit an online **Station Renewal Application** with a copy of your current insurance certificate. Mark your calendars. If your renewal application is not received before your certificate expires your station will not be able to test until GCAF receives and processes the renewal paperwork.
- **Both your insurance and business license must be renewed and provided to GCAF annually.** Both documents must be current and valid at all times and on file with GCAF. In addition, the insurance document must be available and the business license must be posted at the station.
- **If any of your station information changes, you must submit an online Station Information Update Form within five (5) days.** Examples of changes include a change in your station telephone number, zip code, management, station status, etc.

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Information Updates - INSPECTOR

- To have a new inspector added to your analyzer, submit an Inspector Add/Delete Form.
- Inspectors must inform GCAF within 30 days if their physical or mailing address or personal telephone number has changed (DNR Rule 391-3-20.09(2)(n)); to comply, submit a new Inspector Certification Application online.
- If an inspector is no longer employed, GCAF must be informed by the station owner/manager within five (5) days of departure (DNR Rule 391-3-20.09(2)(n)).
- Failure to comply with any of the above is a violation of the I/M Rules and Regulations and a Notice of Violation (NOV) may be issued.

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Ongoing Station Compliance

- Your insurance must be current and valid at all times, and updated annually.
- You must maintain a valid business license at all times.
- Your analyzer(s) have the most recent software version and vehicle reference table (VRT).
- Your active analyzers must be on file with GCAF; it is your responsibility to notify GCAF not more than 10 days after you stop using an analyzer or if you recently purchased a new analyzer.
- If you are permanently closing your station, you must notify GCAF and allow five (5) business days for GCAF to complete the close-out process. Start by calling GCAF Station Assistance at 1.800.449.2471 to request a station Close-out Audit. The analyzer must remain at the certified location and the analyzer phone line and electrical power must remain active until GCAF performs the Close-out Audit. (DNR Rule 391-3-20-.10(b))

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Ongoing Station Compliance

- If the post office changes your zip code, you must update your zip code and other station information, if necessary, to ensure all information on file with GCAF is accurate.
- Your station and inspector certifications must be renewed before they expire; stations and inspectors with expired certifications will be locked out from testing so be sure to mark your calendar.

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Fleet and Mobile Stations

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Fleet Stations

- To be classified as a "Fleet Station", you can only perform emissions tests on your company-owned vehicles.
- Fleet stations cannot perform any public testing.

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Mobile Stations

- You must have an existing regular testing station before you can add a mobile testing unit.
- Mobile testing units can only perform emissions tests on another company's fleet vehicles.
- Mobile testing units cannot perform any public testing when testing away from the base.
- All tests must be uploaded within 72 hours from the time they were performed.
- A mobile testing schedule must be emailed to the GCAF Audit Team at least 24 hours before you perform the tests.
- If you are temporarily using a mobile unit as the base station, the unit must be connected to the phone line just as the base unit must be.

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Public Outreach

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Required Documents: Q&A Brochures

- Question and Answer (Q & A) brochures for the current year must be displayed and available to the public at all times.
- If a vehicle does not pass inspection, the inspector must provide a Q&A brochure to the motorist.
- You may order up to 250 brochures (50 brochures per pack) at one time by calling GCAF Station Assistance at 1.800.449.2471, option #2. You should receive the order in approximately one week. There is no charge for brochures.
- You cannot order brochures until your station is certified. The GCAF auditor will give you a few brochures upon performing the Certification Audit. Be sure to place your order promptly.
- Spanish Q&A brochures are also available.

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Required Documents: Posters

- A GCAF Motorists' Rights Poster must be posted in view for the public at all times.
- The GCAF auditor performing your Certification Audit will provide you with your first poster.
- Additional posters cost $10 and can be purchased at the GCAF Central or GCAF North office by money order made payable to "Applus".
- Replacement inspector ID badges cost $25 and can be purchased at the GCAF Central office by money order made payable to "Applus".

Required Documents: RepairWatch

GCAF produces two emissions repair reports quarterly:

1. The Repair*Watch* Public Report booklet – REQUIRED FOR DISPLAY
   - This report booklet must be displayed and available to the public at all times.
   - It includes a list of qualified emissions repair shops that have reported a pass rate of 80% or better on retest.
   - This report is generated by using the repair facility phone number on Emission Repair Form.
   - For details visit the GCAF Web site, www.cleanairforce.com.
2. The Facility Summary Report – OPTIONAL FOR DISPLAY
   - This report is posted each quarter on the GCAF website.
   - Repair facility owners/managers can acquire access to view their online reports by contacting GCAF Station Assistance at info@cleanairforce.com or 1.800.449.2471, option #2.

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Required Station Signage

- **The station sign must be made according to state specifications, including proper information, layout, font and colors. If the sign does not meet specifications, your station will fail the audit task and you will be required to purchase a compliant sign.**
  - **Purchase a sign from one of the providers on the list of approved vendors in the New Station Application Packet (also listed on the GCAF web site).**
  - **If your sign becomes damaged or faded, replace it.**
  - **If your station is not open during the hours listed on your sign, then you must post a "Closed" sign on the roadside sign, on the bay door or within view of the motoring public.**
  - **If your station offers coupons, the price you charge for a test must match your roadside sign and must be offered to all motorists. The emissions test cannot be discounted below $10.**

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GAS Messages

GEORGIA ANALYZER SYSTEM (GAS) MESSAGES

- Important messages are sent to you via the analyzer. The messages advise your inspectors to print and post the message as soon as they are received.
- Perform a "data file refresh" daily to receive messages.
  - For assistance with performing a data file refresh, contact your analyzer equipment manufacturer.
- GCAF and the EPD require you to keep all GAS messages for quick reference.
- Email GCAF at info@cleanairforce.com if you would like to receive GAS messages via email.

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Improving the Accuracy of Emissions Repairs

- Repair*Watch* E-news is a quarterly newsletter emailed to station owners and inspectors.
  - The newsletter includes emissions repair tips.
  - To begin receiving this newsletter, email GCAF at info@cleanairforce.com.

Industry Advisory Board (IAB)

- Station owners are invited and encouraged to attend IAB meetings.
- The IAB is comprised of inspection station owners, stakeholders and representatives from the public sector.
- The IAB meets quarterly to discuss policies and procedures in Georgia's I/M Program and is open to all station owners and emissions inspectors. Please attend!
- IAB meetings are held at the GCAF offices or EPD, as noted on the GCAF website.
- For additional information and meeting schedules, please contact the current IAB chairman listed on the GCAF website - www.cleanairforce.com.

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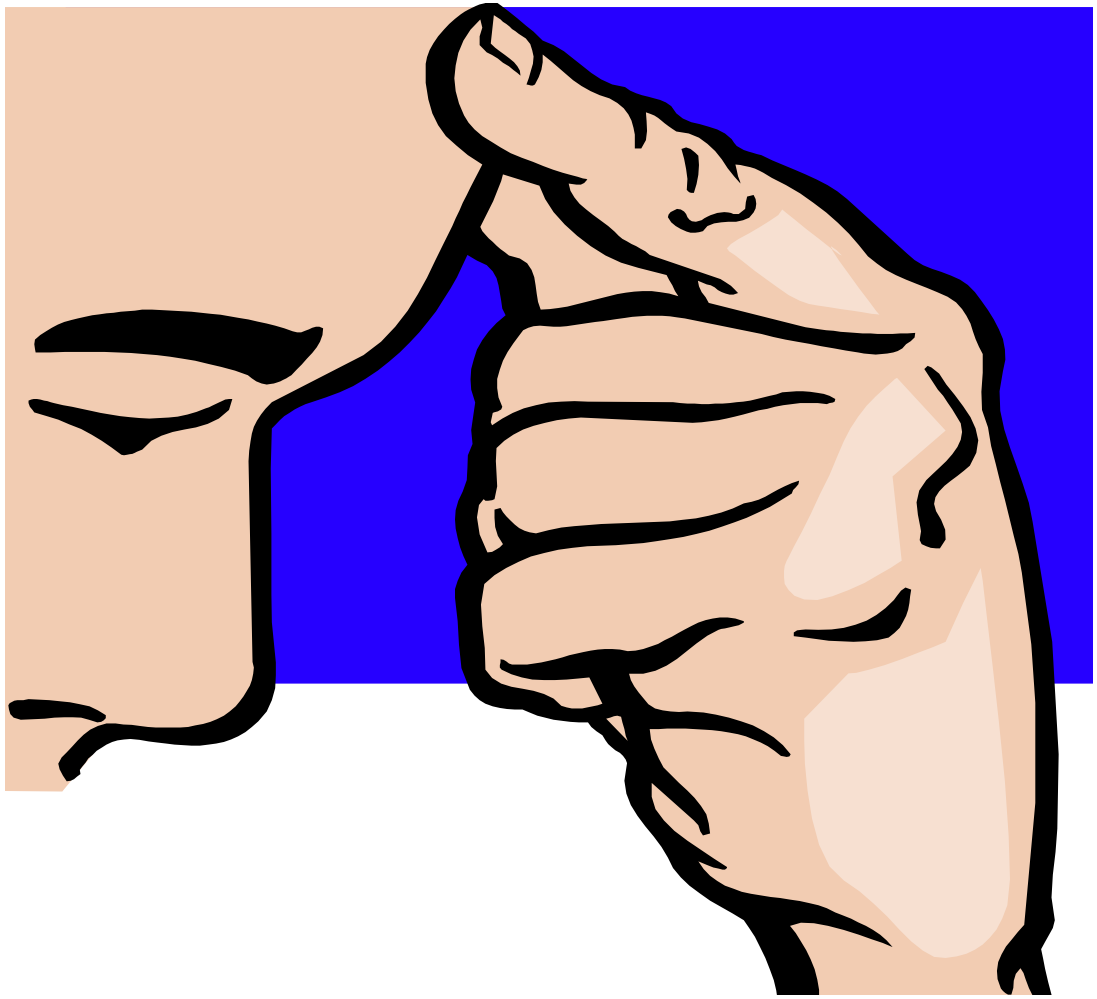
Scenarios to Consider BEFORE Opening A Station



Scenario to Consider Before Opening A Station - #1

SCENARIO: SITE DRAWING - GCAF receives a site drawing showing *one* emissions testing bay, the analyzer equipment and a waiting room where customers can safely view the emissions test as it is being performed. However, the GCAF auditor arrives to perform the Certification Audit, and finds there are *two* bays between the Viewing Area and the testing bay, and there is no clear view of the test.

- **The station owner will be required to install closed circuit television (CCTV) monitoring, or convert the bay nearest the Viewing Area into the testing bay, and/or otherwise provide a viewing area next to the testing bay.**
- **The station will not pass the Certification Audit until one of these options is implemented.**
- **To move your GAS unit from its "certified location" within your station see slide 10.**

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Scenario to Consider Before Opening A Station - #2

SCENARIO: STATION ANALOG PHONE NUMBER - The GCAF auditor arrives to perform the Certification Audit and notices the station business phone is a cell phone.

- **The business voice line must be a regular phone line.**
- **Cell phones are not permitted.**
- **The station will not pass the certification audit until a regular phone line has been installed.**
- **See DNR Rule 391-3-20.09 (2)(i) 3(i) and (ii).**

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Scenario to Consider Before Opening A Station - #3

SCENARIO: DEDICATED PHONE LINE - The GCAF auditor arrives to perform the Certification Audit and notices a fax machine or credit card machine is connected to the phone line used by the analyzer.

- No other devices can share the GAS unit's dedicated line.
- The station will not pass the Certification Audit until the analyzer has its own permanent, dedicated line. Other devices must be disconnected and removed from the GAS phone line.
- Splitters are not allowed.
- See DNR Rule 391-3-20.09 (2)(i) 3(i) and (ii).

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Scenario to Consider Before Opening A Station - #4

SCENARIO: INSURANCE - During a regular audit, the GCAF auditor notices the posted Certificate of Insurance is out of date.

- **The station may be subject to enforcement action unless GCAF receives a copy of the current Certificate of Insurance. Stations should scan and email the current certificate to GCAF in order to be brought back into compliance.**
- **GCAF recommends you designate GCAF as a "certificate holder" for your insurance policy to automatically be notified of the renewal each year. It is also your responsibility to send GCAF updated insurance information annually. Contact GCAF for additional information.**
- **Remember: a copy of the station's Certificate of Liability Insurance must be submitted to GCAF when applying to become a new station AND every two years when renewing your station license.**
- **As a good business practice, a copy of your current valid Certificate of Liability Insurance should be kept near your analyzer so it is easily accessible to the EPD and GCAF auditors.**

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Thank you for helping Georgia breathe a little easier!

To continue on to step #2, please click here.

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